



COUNTY OF LOS ANGELES  
OFFICE OF THE COUNTY COUNSEL

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July 3, 2007

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The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ALL SUPERVISORIAL DISTRICTS  
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the attached Ordinance for introduction amending Los Angeles County Code Section 2.08.142 to detail the duties and authority exercised by the Chief of Protocol under the supervision of the Chief Executive Officer.
2. Authorize the Los Angeles County Office of Protocol (Protocol) to make expenditures, from donated funds only, as needed for its hospitality events and activities related to the Consular Corps and foreign dignitary visits, using the attached "Office of Protocol Donation and Expenditure Policy/Guidelines" reviewed and concurred by County Counsel and the Auditor-Controller.
3. Authorize the establishment of an interest-bearing Trust Fund for purposes of accumulating funds donated for Protocol special events.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On December 7, 1982, your Board adopted Supervisor Antonovich's motion to establish a Los Angeles County Office of Protocol under the Chair of the Board of Supervisors, on a one-year trial basis. In recognition of its success in promoting Los Angeles County's interest in international relationships, your Board in 1983 passed County Code Section 2.08.142 creating, in the CEO, the position of Chief of Protocol.

The adoption of Section 2.08.142 did so without detailing the duties and authority exercised by the Office of Protocol. The purpose of this recommended action is to specify that authority, clarify its exercise under supervision of the Chief Executive Officer, and provide authority to spend donated funds on Protocol's annual Invitational Golf/Tennis Tournament outside standard County purchasing policies.

The Office of Protocol uses donated private funds to pay for expenses incurred in carrying out its mandate to extend hospitality to the Consular Corps, foreign dignitaries, and foreign trade and travel representatives, and to promote tourism, trade, educational, and cultural exchanges. We recommend that the governing ordinance be amended to explicitly recognize that Protocol may accept gifts, and that acceptance is subject to Government Code section 25355 and any relevant Board policy.

Because no particular financial structure was prescribed, Protocol has used several different approaches in fiscal controls. Early in its history, Protocol paid the expenses of the Invitational through the Economic Development Corp., a non-County nonprofit entity. At other times, the CEO's revolving fund, established with the approval of Auditor-Controller and administered by the CEO, pays for various Protocol expenses. In addition to the Invitational, the expenses paid from donated funds include such things as welcome events and entertainment, County scrolls, flowers, and other gifts and ceremonial tokens.

Protocol's Invitational golf and tennis tournament event annually brings together the Consular Corps, County officials and staff, and members of the local business community. Standard County purchasing requirements appropriately place strict limits upon the use of taxpayer funds for hospitality-type purchases. Complying with these requirements creates significant burdens in making timely Protocol's hospitality event expenditures. Thus, we recommend you permit Protocol to make those purchases, typically about \$80,000 per year and always from privately donated funds, outside of County purchasing policies and procedures.

#### Implementation of Strategic Plan Goals

This action is consistent with the County's Strategic Plan goal of Fiscal Responsibility. In conjunction with the establishment of the new Ordinance, the CEO has implemented a Donation and Expenditure Policy/Guidelines for Protocol. Under proposed policies, hospitality event purchases and activities related to the Consular Corps and foreign dignitary visits must be accomplished in accordance with the County's best interest and require approval of the Chief Executive Officer, Chief Deputy CEO, or their designee.

**FISCAL IMPACT/FINANCING**

There is no General Fund impact.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In prescribing County purchasing rules, your Board must act by ordinance. The proposed amendment of Section 2.08.142 details the Chief of Protocol's duties and authority, including using donated funds for protocol activity purchases under the supervision of the Chief Executive Officer. It has been reviewed and approved as to form by County Counsel.

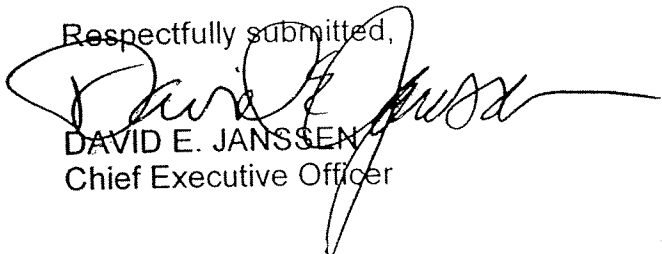
**IMPACT ON CURRENT SERVICES**


Approval of this recommendation affords the Office of Protocol clear policy guidelines within which it can effectively carry out its responsibilities, and confirms clear and appropriate fiscal controls over its stewardship of donated funds.

**CONCLUSION**

Upon execution by your Honorable Board, please return two adopted copies of this letter to the Chief Executive Office.

Respectfully submitted,

  
DAVID E. JANSSEN  
Chief Executive Officer

  
RAYMOND G. FORTNER, JR.  
County Counsel

RGF:rfm

Attachments

1. Los Angeles County Code Section 2.08.142
2. CEO Office of Protocol Donation and Expenditure Policy

c: J. Tyler McCauley, Auditor-Controller  
Sachi A. Hamai, Executive Officer, Board of Supervisors  
Chief Executive Office, Office of Protocol

**LOS ANGELES COUNTY CHIEF EXECUTIVE OFFICE  
OFFICE OF PROTOCOL  
DONATION AND EXPENDITURE POLICY/GUIDELINES**  
*July 3, 2007*

**PURPOSE**

The Los Angeles County Office of Protocol within the Chief Executive Office is responsible for ensuring that appropriate protocol is observed when foreign dignitaries visit Los Angeles County. It maintains liaison with the Los Angeles Consular Corps to promote international business, tourism, and cultural exchanges throughout Los Angeles County. Furthermore, its mission includes increasing international understanding and cultural awareness.

This document embodies the policy and procedures to assist the Office of Protocol (Protocol), Chief Executive Office (CEO) and the Shared Services Division (SSD), Auditor-Controller (A/C) in fiscal operation; specifically, the deposit of donated funds, the purchase of needed commodities and the bill-paying activities. This policy only applies to the Office of Protocol within the Chief Executive Office (CEO).

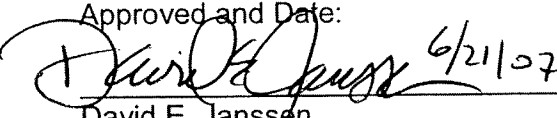
**PROCEDURES**

1. The Protocol raises private donations to fund/support events and expenses hosted by the Los Angeles County Board of Supervisors for the Consular Corps and visiting dignitaries including the annual Los Angeles Consular Corps Golf/Tennis Invitational. Use of these funds is limited to supporting the mission of the Protocol as described above.
2. The Protocol purchases necessary services, supplies, and commodities to support its mission and related activities. These purchases are required to comply with CEO departmental policies and procedures and are subject to CEO approval as prescribed in Item 3 below. It is recognized that Protocol conducts activities that are unique from other County departments. Such activities are solely payable from funds donated for Protocol purposes and may include:
  - Ceremonial events, such as the annual Golf/Tennis Invitational, that fosters the Protocol mission;
  - Gifts and other incidental expenses related to Consular Corps Officials and visiting dignitaries.

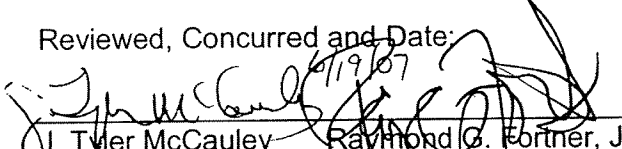
All other operational related purchases and expenses are subject to appropriate County purchasing standards and fiscal controls.

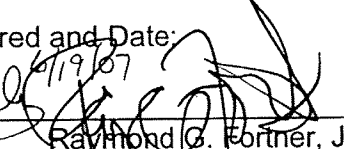
3. The Chief Executive Officer, Chief Deputy CEO, or designee, provides for payment authorization before Shared Services Division issues any vendor payment. The CEO approval process will ensure integrity over vendor selection, prevention of impropriety, and that donated funds are sufficiently available for authorized payments requested.
4. The Shared Services Division will be responsible for fiscal responsibilities related to Protocol's interest bearing trust fund. Such responsibilities include the timely deposit of funds, payment of invoices pursuant to Item 3 above, and trust fund reconciliations. A "miscellaneous vendor" code shall be established by the Auditor-Controller to facilitate payments to authorized vendors that are used exclusively by Protocol. Fiscal oversight responsibilities are otherwise with the office of the CEO.

Approved and Date:

  
David E. Janssen  
Chief Executive Officer

Reviewed, Concurred and Date:

  
J. Tyler McCauley  
Auditor-Controller

  
Raymond G. Fortner, Jr.  
County Counsel